



IN-KIND GIFT ACCEPTANCE FORM

DONOR NAME:

CONTACT NAME (IF DIFFERENT THAN ABOVE):

STREET ADDRESS:

CITY: _____ STATE: _____ ZIP: _____

PHONE: _____ EMAIL: _____

DIVISION/DEPARTMENT RECEIVING GIFT:

DATE GIFT RECEIVED: _____ VALUE OF GIFT: _____

DESCRIPTION OF GIFT (brand, Model, Serial #, etc):

Will there be any need for remodeling of facilities, reallocation of space, or additional costs if the donation is accepted and used? Yes No

If yes, please describe and explain how any associated costs will be paid.

DOES THE DONOR INTEND TO TAKE A TAX DEDUCTION? Yes No

If the donor intends to take a tax deduction, please attach the following.

GIFTS \$500-\$4,999

Copy of Form 8283



GIFTS \$5,000 AND ABOVE

- Copy of Form 8283 AND
- Written appraisal

- Valuation of the gift is the responsibility of the donor.
- All gifts of equipment and materials donated, become the property of Columbia Basin College.
- If a donated item is sold, transferred, or disposed of within three years from the date of the gift, the department must notify the Foundation in writing, within one week of the sale, so that CBC can comply with IRS regulations.
- IRS Form 8283 can be found at <https://www.irs.gov/pub/irs-pdf/f8283.pdf>

RECOMMENDATION: Accept Decline

RATIONALE:

SIGNATURE _____ DATE _____
(DONOR)

SIGNATURE _____ DATE _____
(DEPARTMENT LEAD)

DEVELOPMENT OFFICE ONLY:

- ENTERED IN RAISERS EDGE
- DONOR ACKNOWLEDGEMENT COMPLETED